



Tenant Improvement Plan Requirement

Applicable codes are: 2015 I.B.C., I.M.C., I.P.C., I.F.C., I.E.C.C., and 2017 NEC

Permits will not be accepted as incomplete submissions

Items to include when submitting for a tenant improvement permit:

- Completed and signed building permit application
- Paid plan check deposit fee of \$100

One COMPLETE set of electronic construction plans submitted in a pdf format which includes:

- Building plans drawn to scale (endorsed and signed by an architect and all other professional designers)
- Code analysis sheet showing occupancy group, type of construction, occupant load and allowable area
- Floor plan with dimensions, exits, occupancy types and use, A.D.A. provisions, equipment/shelving/counter locations, occupant load, restroom locations and show adjacent business uses; wall section with stud size, height, spacing, insulation, fire separation requirements, gypsum board and structural connections
- Plumbing plan with plumbing schematic and type of material used
- Mechanical plan with mechanical schematic, size of ducts, location of return air ducts and fire dampers, combustion air, HVAC units and kitchen hoods
- Electric plan with electrical locations, calculations, emergency/exit lighting, and panel schedules
- The Energy Compliance Calculations (ComCheck or equivalent)
- Any additional information; i.e. fire sprinkler plan; T-bar grid ceiling details, etc.

Process after submission for a Building Permit:

1. Plans are reviewed on a first-come, first-serve basis for complete submittals
2. Plan review may take several weeks depending on the current demand

Requirements when picking up the Building Permit:

1. Payment of permit fees and bonds **PAYABLE BY CHECK OR CASH ONLY**
2. Contractor information or an Owner/Builder Certificate that is signed and notarized

Things to know after you get a Building Permit:

1. A building permit expires 180 Days (six months) after being issued, or from the date of the last inspection. If your permit expires, one-half of the original permit fee will be charged to renew the permit.
2. Inspections are required for footings (if needed), underground plumbing, four-way, insulation, drywall, T-grid, power and final. One re-inspection is allowed for each required inspection and is included in the permit fees, after which any additional inspections require a \$50 re-inspection fee.
3. The Fire department may also require periodic inspections and approval at final.
4. A minimum 24-hour notice is required when scheduling or canceling inspections.
5. Changes from approved plans may require additional plan review fees and approval time.
6. Building and Inspections department hours: Monday – Friday, 8 a.m. to 5 p.m. Closed on all major holidays.

By signing below, I confirm all of the above required documents have been submitted and a building permit application has been paid for and submitted for review.

Applicant Signature

Date